



City of Cathedral City

Employment Opportunity

ACCOUNTING ASSISTANT I

SALARY & BENEFITS:

Starting Salary - **\$2292.44** per month with yearly increases to **\$2784.62** per month and additional 2-1/2% longevity salary increases at 6, 8, and 10 yrs based on successful job performance. Benefits include City-paid: PERS retirement contributions (7% of salary); employee and dependent dental and vision insurance; employee health, life and disability insurance coverage. Dependent health coverage is on a joint contribution basis.

THE VACANCY:

This position will have responsibility for performing general clerical and accounting office support duties that include checking and posting accounting entries, in addition to filing, data entry, copying, and mailing. This position will serve as the back-up for City information system service call-ins that will require logging in calls and transmitting service to Information technology staff. The current vacancy is full-time with a work schedule of Monday – Thursday, 7:00 AM – 6:00 PM (10 hour day).

THE QUALIFICATIONS:

The qualified candidate should possess a combination of training and experience equivalent to:

- Graduation from High School, and
- One year of general clerical and accounting office support experience.

And must demonstrate

- Skill in the use of a computer for data entry, a typewriter and office machines for labeling, copying, report binding.
- Excellent reception & telephone skills and diplomacy in dealing with staff, administration and the public.

ENVIRONMENTAL AND PHYSICAL WORKING CONDITIONS:

Daily work will be in a sedentary office environment with frequent phone answering as well as prolonged sitting, and constant use of a computer and frequent use of a variety of office machine.

APPLICATION AND SELECTION PROCEDURE:

You must file an official City application. All application materials must be in the Human Resources Division office received by the final filing date. You may request an application by visiting our web page at www.cathedralcity.gov ; by calling our job hotline at (760) 770-0365, or in person at City Hall 1st Floor Reception, 68-700 Avenida Lalo Guerrero in Cathedral City between 7:00 AM to 5:00 PM, Monday through Thursday.

FINAL FILING DEADLINE: Thursday, February 23, 2006 by 5:00 P.M.

A limited number of the most suitable applicants will be invited to participate in a selection process that will include a written test and a qualifications appraisal interview. Candidates who are successful on the first test part will be invited to participate in the succeeding parts of the process. The resulting eligibility list will be in effect for six months. Selected candidates must pass a physical examination, a drug screen, and a City background clearance